

DEPARTMENT OF THE TREASURY BUREAU OF ALCOHOL, TOBACCO AND FIREARMS INVENTORY - MANUFACTURER OF CIGARETTE PAPERS AND TUBES		FOR ATF USE ONLY AUDITED BY:
1. NAME OF MANUFACTURER		DATE OF AUDIT:
2. LOCATION OF FACTORY <i>(Number, Street, City, State and ZIP Code)</i>		3. FACTORY NO. PT -
4. TYPE OF INVENTORY <i>(Check applicable box)</i> <input type="checkbox"/> COMMENCING <input type="checkbox"/> CONCLUDING <input type="checkbox"/> SPECIAL		
6. CIGARETTE PAPERS AND CIGARETTE TUBES ON HAND		
NUMBER OF CIGARETTE PAPERS <i>(a)</i>	NUMBER OF CIGARETTE TUBES <i>(b)</i>	
Under the penalties of perjury, I declare that this inventory includes all cigarette papers and cigarette tubes required to be accounted for and is, to the best of my knowledge and belief, true and accurate.		
7. SIGNATURE		8. DATE
9. TITLE OR STATUS <i>(State whether individual owner, member of firm, or if officer of corporation, give title)</i>		
<i>(The following is to be executed only when the inventory is verified by an Alcohol, Tobacco and Firearms officer)</i> I have examined the cigarette papers and cigarette tubes reported in this inventory and am satisfied the inventory is true and accurate.		
10. SIGNATURE OF ATF OFFICER	11. TITLE	12. DATE

INSTRUCTIONS

WHEN REQUIRED -Each manufacturer of cigarette papers and tubes is required by regulations (27 CFR Part 270) to make a true and accurate inventory at the time of commencing business, and at such other time as any Alcohol, Tobacco and Firearms officer may require. Such inventories will be made and the date entered in Item 5 of this form as the Date of Inventory as follows:

Commencing Inventory - To be made as of the beginning of business on the date of commencing business, including requalification, the reopening of the business upon a change in location and the commencing of business upon transfer of ownership. The effective date of the bond as shown thereon will be the Date of Inventory.

Concluding Inventory - To be made as of the close of business on the date the business is concluded, including transfer of ownership, and date, and including a change of location. The Date of Inventory will be the operations are discontinued, or in the case of transfer of ownership the date preceding the commencing inventory of the successor.

Special Inventory - To be made whenever required by any Alcohol, Tobacco and Firearms officer. When such an inventory is made as of the beginning of business on any day that date will be entered as the Date of Inventory, and when made as of the close of business on any day, the inventory will be considered as made at the beginning of business of the next calendar date and such date entered as the Date of Inventory.

ITEMS TO BE INCLUDED - Regulations (27 CFR 270) require that inventories include all cigarette papers and cigarette tubes in the factory.

PREPARATION AND DISPOSITION - The inventory should be prepared by the manufacturer in duplicate. The original must be submitted to the Chief, National Revenue Center, Bureau of Alcohol, Tobacco and Firearms or to an ATF officer. The duplicate must be retained by the manufacturer.

VERIFICATION BY ALCOHOL, TOBACCO AND FIREARMS OFFICER - The ATF officer's certificate will be executed only when an ATF officer requires verification.

This form is not subject to the requirements of the Paperwork Reduction Act of 1995.